

**Jefferson County Board  
Committee Minutes  
July 18, 2012  
Infrastructure Committee**

**1. Call to order**

Meeting called to order by Supervisor Reese at 8:30 a.m.

**2. Roll call of Committee Members**

Richard Jones, Rick Kuhlman, Russell Kutz, Don Reese, and Dick Schultz.

Others Present: Gary Petre – County Administrator; Phil Ristow – Corporation Counsel; John Molinaro – County Board Chairman; Karyn Spory, Reporter of Jefferson Daily Union; Tammie Jaeger of Administrative Assistant-Confidential; Mark Miller of Central Services Supervisor; Supervisor Walt Christensen; Donna Haugom of Emergency Management Director; Supervisor George Jaeckel; Supervisor Greg David; John Rageth of MIS Systems & Application Manager; Bill Buglass - Payne & Dolan; Tim Frietag - City of Jefferson Administrator; Sheriff Paul Milbrath; Roland Welsch of MIS Information Technology Manager; Cory Lapworth of Continuum Architects.

**3. Certification of compliance with the Open Meetings Law**

The County Administrator reported that the meeting agenda was properly noticed in compliance with the law.

**4. Review of the Agenda**

No changes were made.

**5. Public Comment**

Supervisor Jaeckel encouraged the committee to consider the old countryside site for the new highway shop.

**6. Approval of the June 19, 2012 Infrastructure Committee meeting minutes**

Motion made by Supervisors Schultz; Second by Supervisor Jones to approve the June 19, 2012 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried)

**7. Communications**

- Budget Materials
- Highway Facility building cost estimates
- Countryside Home property appraisal and marketing materials

**8. Discussion and possible action on Resolution No. 2012-22 amending the County Grounds Use and Weapons Policy**

Phil Ristow provided information for the committee to review and discussed the resolution. Sheriff Milbrath agreed with the ordinance as it relates to the courthouse building and felt that Parks and Fair Park should be considered separately. The committee discussed their options and agreed with the revisions that Corporation Counsel presented.

Motion made by Supervisor Kuhlman; Second by Supervisor Jones to send the resolution back to County Board with the additional language that was discussed. Ayes-All (Motion Carried)

**9. Discussion and possible action on Highway Facility Project**

Gary Petre provided handouts and discussed the information regarding Highway Facility building cost estimates for the two sites: Old Countryside and the County Farm. He also provided the committee with marketing materials for the former Countryside Home property and an executive summary of a November, 2010 appraisal. We are waiting for asbestos results for the site. Tim Frietag, from the City of Jefferson, told the committee that if the City Council would consider a rezoning request, the process could take 45-75 days to get rezoned. The committee will discuss this again when all of the information is available for their consideration. No action taken.

**10. Courthouse Parking Structure Project Update**

Mark Miller reported that the project is on schedule. There was a change order in the amount of \$7,000 to bring an entrance door handicap ramp up to ADA Code compliance.

Motion made by Supervisor Schultz; Second by Supervisor Kutz to approve the change order for the ADA ramp relocation. Ayes-All (Motion carried)

**11. Discussion and possible action on addition of new courthouse security entrance**

Gary Petre updated the committee on the status of the new courthouse security entrance. John Molinaro explained that there was concern at the Finance Committee meeting regarding the closing of the main front entrance to build a new courthouse security entrance. The committee will continue to receive updates on the security entrance project. No action taken.

**12. MIS Audit Update**

An updated status report of the audit recommendations were provided for the committee to review. Gary Petre discussed the report. No action taken.

**13. Discussion and possible action on Resolution 2012-18 "Establishing policy for commemorative personal signs or plaques on county property"**

Phil Ristow reviewed the intent of this resolution with the committee. He researched whether or not other counties had any policy on this. He did not find any other counties that had policies that addressed this issue. No action taken.

**14. Discussion and possible action on the purchase of services and software for the updating of the MIS Disaster Recovery Plan and integration with the County's Continuity of Operations Plan**

Roland Welsch and Donna Haugom discussed the MIS Disaster Recovery Plan. Roland Welsch informed the committee that our current plan is completely out of date. This project went out for bids.

Contingency Planners, Inc. is a very experienced company and came in with the lowest bid. Donna Haugom explained that she relies heavily on MIS to help integrate this project as part of the Continuity of Operations Plan.

Motion made by Supervisor Kuhlman; Second by Supervisor Jones to forward a resolution to the County Board to approve Contingency Planners, Inc. to complete this project in the amount of \$31,000. Ayes-All (Motion Carried)

**15. Discussion and possible action on 2013 MIS Department Budget**

MIS Budget information and spreadsheets were provided for the committee to review. Gary Petre, Roland Welsch, and John Rageth went over the information and explained the spreadsheets. No action taken.

**16. Discussion and possible action on 2013 Central Services Department Budget**

Gary Petre provided information on the 2013 Capital Outlay Requests for the committee to review. Mark Miller went over his requests with the committee. No action taken.

**17. Discussion and possible action on 2013 Capital Projects**

Gary Petre will bring a list of Capital Projects back to the committee. The committee will review them at their August 15<sup>th</sup> meeting. No action taken.

**18. Potential items for the Committee's next meeting**

- Discussion and possible action on Highway Facility Project
- Discussion and possible action on Highway Satellite facilities
- Discussion and possible action on the Courthouse bathrooms remodeling projects
- Discussion and possible action on addition of new courthouse security entrance
- Courthouse Parking Structure Project Update
- MIS Audit Update
- Discussion and possible action on 2013 Capital Projects

**19. Set tentative next committee meeting time and date (August 15, 2012)**

**20. Adjourn**

Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Schultz at 12:15 p.m. Ayes – All (Motion Carried)